

STAT

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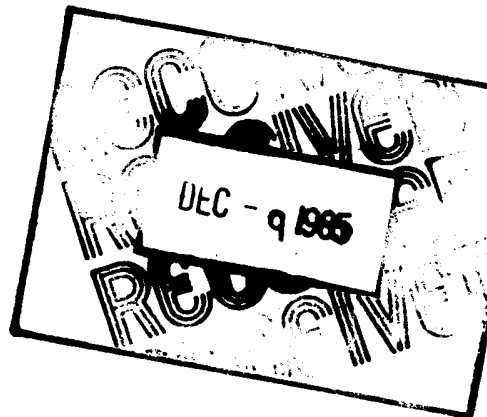
2-Way Memo

Subject: South Loading Dock

To : Art Carlucci
GSA Project Manager

STAT

FOLD



INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (Originator of message):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (Replier to message):

Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE

6 December 1985

ROUTING SYMBOL

TITLE OF ORIGINATOR

Deputy Chief, NBPO,OL

FOLD

MESSAGE

1. We request that when Centex begins work on the South Loading Dock at least one bay of the old South Dock be kept clear for access by Agency vehicles. Access to the bay will allow us to keep courier and inspection operations in place.

2. Please let me know if this is possible.

STAT



REPLY

Mr. John Milhouse of Centex Construction Company advises this office verbally that he will provide the Agency access to at least one bay for vehicles during the construction of the new south dock which will allow courier and inspection operations to remain in place.

From : Art Carlucci
GSA Project Manager

DATE OF REPLY

11 December 85

ROUTING SYMBOL

SIGNATURE OF REPLIER

Art Carlucci

TITLE OF REPLIER

Project Manager, HEP

1. RETAINED BY ADDRESSEE

5027-107

OPTIONAL FORM 27 (Rev. 7-81)
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